



City of Santa Paula Planning Department Information Bulletin No. 1 What is a Conditional Use Permit?

What is a Conditional Use Permit?

A Conditional Use Permit (CUP) is a discretionary permit issued by the Planning Commission or by City Council (meaning the City has the discretion to approve, disapprove, or approve it with conditions). Typically, a CUP approval is required for a land use to be carried out in a particular zone that is not permitted by right. Each application is considered on its own individual merits. Public notices are sent out and the project is presented by staff to the Planning Commission at a public hearing (meeting). Therefore, a CUP is not issued at the office counter.

How do I know if I need a CUP?

Certain land uses listed as “conditional uses” in various zoning districts require a CUP. A City planner is able to tell you if one is required for the type of project you are proposing on a property or you can look up the proposed use in the land use classification table online at the City’s website. You must have either the site address or Assessor Parcel Number for staff to provide you with zoning information.

How do I obtain a CUP?

A complete application accompanied by fees and the required submittal materials must be filed with the Planning Department. This will begin the review process. Within 30 days of filing the application staff will notify you via mail with comments. When all the submittal requirements have been provided and the plans show compliance with the Municipal Code, the planner assigned to the project will inform you of the date and time for the public hearing. The applicant must be present at the meeting to answer questions from the Planning Commissioners.

How much does it cost?

Contact the Planning Department for a list of current fees. You can also obtain planning fee information by going to the City’s website where you can download the fee schedule, application form, and submittal requirements.

How long does the CUP process take?

Depending on the scope and size of the project it can take more than 3 months to obtain a hearing date for Planning Commission consideration. Some CUP applications may require City Council approval as well.

What happens after the Planning Commission Approves the project?

After the meeting there is a 10-day appeal period at which time the Planning Commission’s decision becomes effective. The applicant can then apply for building permits with the Building & Safety Department.

If the Planning Commission denies the project can I appeal?

Yes, any applicant or interested person can appeal a Planning Commission decision to the City Council. The appeal must be submitted during the 10-day appeal period and the appeal fee must be paid.

How can I obtain more information?

On the back of this page is a flow chart showing a schematic of the review process. For zoning information and to learn more about the Conditional Use Permit process contact a planner at **805.933.4214** or stop by our office at **200 S. 10th Street in Santa Paula**. You can also visit us on the web at www.ci.santa-paula.ca.us/planning to review Chapter 16.218 of the Development Code.